



**CAPITAL AREA COMMUNITY SERVICES, INC.
HEAD START AND EARLY CHILDHOOD PROGRAMS
MEMORANDIUM**

TO: All CACS Employees, Volunteers and General Public
FROM: Danielle Cross, Human Resources Manager
DATE: July 18, 2017
RE: Job Posting

Applications are now being accepted for the following positions:

Building Aide

A Job Description is attached

Entry Level: \$8.90/Hour

40 Hours per Week/ 40 Weeks per Year

All qualified applicants should email a resume with an attached cover letter to:

employment@cacsheadstart.org or by mail to:

C.A.C.S., Inc. Head Start
101 E. Willow Street
Lansing, Michigan 48906
Attn: Human Resources

Internal applicants must submit application by close of business Tuesday, July 25, 2017

All applicants tentatively selected for this position will be required to submit to a urinalysis to screen for illegal drug use after offered employment.

PLEASE NOTE: C.A.C.S., Inc. – Head Start and Early Childhood Programs is an equal opportunity employer and promotes career advancement opportunities. This is a simultaneous Internal/External Posting pursuant to CACS Policies and Procedures.

C.A.C.S. INC. HEAD START & EARLY CHILDHOOD PROGRAMS

JOB DESCRIPTION

Division: Head Start
Job Title: Building Aide – Pine Street/ Miller Rd
Classification: Para-Professional
FLSA: Non-Exempt

Job Summary:

Assists the Area Supervisor in the coordination of building needs for all program operations.

I. Job Requirements:

1. Education and/or certification:
 - High school diploma or equivalent
 - Minimum of one year of related and progressively more responsible early childhood, clerical and/or janitorial work experience including using a variety of office equipment and computers.
2. Must undergo and satisfactorily pass at the time of hire and periodically thereafter pursuant to federal and state laws, Head Start Performance Standards, and Agency Policy and Procedures:
 - Criminal History Search
 - Child Abuse and Neglect Central Registry Clearance
 - Physical examination, Tuberculosis (TB) test and drug screen
 - Valid Michigan Operator License or State ID
3. Must possess the ability to:
 - Keep current on professional licenses and certifications as needed.
 - Work on multiple tasks and be able to organize and prioritize tasks efficiently.
 - Properly stoop, bend, lift, climb stairs, and expend moderate physical exertion.

II. Professional Expectations:

- a. Maintain professional confidentiality.
- b. Attend all required meetings, conferences, trainings, etc.
- c. Adapt to a variety of situations.
- d. Assist with parent involvement efforts and activities and encourage family participation in the program.
- e. Personal appearance is neat and appropriate.
- f. Participate in annual Self Assessment and triennial Peer Review process.
- g. Maintain personal attendance as defined by Notice of Appointment.
- h. Accept responsibility for own words and actions.
- i. Respect team, program, families and community members.
- j. Work at any site with any staff.
- k. Work openly and cooperatively in a team effort approach.
- l. Accept responsibility for team performance
 - Actively, willingly and consistently participates in team, parent, and other meetings.
 - Contributes ideas and efforts towards common goals.
 - Helps build and maintain positive attitudes, trust and team spirit.

III. Policy requirements:

- a. Follow all Head Start Program Performance Standards and all other federal regulations.
- b. Follow Michigan Child Care Licensing Regulations and all other state regulations.
- c. Adhere to CACS Personnel Policies and Procedures.
- d. Adhere to CACS Program Manual and Mission Statement.
- e. Follow universal precautions.
- f. Accept responsibility for generating, documenting, and submitting in-kind to meet program requirements.

Essential Functions (not exhaustive and may be supplanted)

IV. Communication and interpersonal relationship skills expected:

- a. Communicate clearly and accurately when writing and speaking, as well as utilizing office equipment (computer, printer, copier, etc.)
- b. Communicate regularly with supervisor regarding any changes in work schedule, supply and equipment needs or any issues or concerns.
- c. Distribute program materials in a timely manner.
- d. Follow administrative and supervisory directives, verbal or written.

V. Program Services:

- a. Assembles, portions and stores food items for children and staff.
- b. Completes the weekly grocery shopping, inventory, maintenance and or organization of all food service supplies and disposable supplies.
- c. Assists in classrooms daily.
- d. Receives and greets visitors, provides general information, notifies appropriate staff members, provides directions and directs deliveries to appropriate offices when necessary.
- e. Opens, dates and distributes incoming mail and bundles and distributes newsletters to appropriate staff.
- f. Maintains inventory and ordering of all building supplies. Assists in distributing various supplies and materials to staff.
- g. Maintains building cleanliness and organization when necessary.
- h. Effectively handles multiple demands.
- i. Demonstrates a willingness to meet the unexpected needs of the program.

VI. Documentation

- a. Performs a variety of office tasks including computer input, which includes correspondences, lists, forms, tables, charts, records, and distributes to staff or outside parties as directed.
- b. Proofreads, does lay-out, and edits draft and final copy materials for appropriate and consistent format, accuracy of financial figures and other data, and use of correct punctuation, spelling and grammar.
- c. Completes and submits all timesheets, reports and other data requests in a timely and accurate manner.

VII. Other

Assist with other duties as defined and/or requested by an Administrator or Supervisor when additional work is necessary to fulfill the obligations of the program.